

#2

**MEETING MINUTES
SOUTH DAKOTA STATE BOARD OF MASSAGE THERAPY**

Wednesday, May 24, 2023

9:00 a.m. CST

Via Zoom

<https://state->

[sd.zoom.us/j/98533595548?pwd=SWF2M2EyZ29ZTzFRS09TM1BMV3ZEdz09](https://state-sd.zoom.us/j/98533595548?pwd=SWF2M2EyZ29ZTzFRS09TM1BMV3ZEdz09) or
call 1 669 900 9128 / Meeting ID 985 3359 5548 / Passcode: 906515

President Helm made a motion to call the meeting to order at 9:00 a.m. CST. Pankratz seconded the motion. **Motion Passed.**

Board Members: Fallon Helm, Kallyn Reinert, Alvin Trace, and Lorin Pankratz

Others in attendance: Melissa Miller, Steve Blair, Moriah Pokorny, Heather Herrick, Sierra, Olawa Rae-Bruhjell, Tonia McGeorge, Jolene Malsam, Alora Weinrich, SD school of massage students and instructors, Mele-Ann Rae Bruhjell, Ashley Hernandez, Bob Mercer, and Victoria

Approval of Agenda: Helm suggested to have a discussion on the next meeting (July 26, 2023) on the time of the meeting to be added to the agenda. Trace made a motion to approve agenda. Reinert second the motion. A roll call was taken. **Motion Passed.**

Approval of the draft minutes (March 22, 2023): Trace made a motion to approve minutes. Reinert seconded the motion. A roll call vote was taken. **Motion Passed.**

Open Forum: Alora Weinrich request for consideration of reciprocity of program hours. Olawa Rae from Springs Bath House talked about handful of PTA students that would like to apply for MT license using hours as PTA.

Executive Secretary Report and Updates

- Applications (Board policy to approve applications) – check list is used to verify information with letter sent if/when – information packet.
- Postings Meetings to website (dates, time, agenda, minutes, etc.)
<https://boardsandcommissions.sd.gov/Meetings.aspx?BoardID=64>
- CE Broker – Discussion regarding harvested data and current rule statute to secure supported progressive movement; Review and release privacy and confidentiality to ensures are protected. BIT is reviewing.
- Board Appointment – no appointment
- Financial Reports – Miller will look into a report of hours/salary/contract/pro-rate from financials for the next meeting.

Rules Hearing (9:30 a.m.) Steve Blair, Legal Counsel conducted the hearing. There was no opposition to the rule change. Pankratz made a motion to repeal 20:76:02:01. Reinert seconded the motion. A roll call vote was taken. **Motion Passed.**

*Vote moved rules hearing next step is to get passed rules review committee for final approval.

Helm made a motion at 9:40 a.m. to go into executive session. Trace seconded the motion. A roll call vote was taken. **Motion Passed.**

Case 2023-001 (Executive Session SDCL 1-25-2 (3))

Helm made motion at 10:29 a.m. to come out of executive session. Trace seconded the motion. A roll call vote was taken. **Motion Passed.**

Reinert made a motion to dismiss complaint 2023-001 with lack of merit upon review of both parties and documentation. Helm seconded the motion. A roll call was taken. Reinert abstained. **Motion Passed.**

Online Education/School Requirements – Steve Blair

Verification of education & application of licensure 20:76:01:06 when applying for MT license with pre-existing education – future process agreed upon the board will include application and verification submission to the board to include:

<https://doh.sd.gov/boards/massage/assets/Application.pdf>

<https://doh.sd.gov/boards/massage/assets/EducationVerification.pdf>

35:36:12 licensure and qualifications – completion of hours recognized facility by the board – administrative rules 20:76:01:06 – 200 hours of hands-on training must be completed 20:76:08:01 list of recognized facilities 08:02 also allows a facility to be recognized by the board if it meets other criteria licensed or approved by state board of massage therapy or accredited by accredited body by department of education.

Other Business:

Meeting dates and times were discussed. Below is a link to meeting dates, times, and materials.

<https://boardsandcommissions.sd.gov/Meetings.aspx?BoardID=64>

Helm suggested that the Executive Secretary attend the FSMTB Summit that is for board staff only. Miller was unable to attend this because of her schedule. September 28-30 is the FSMTB Annual Meeting. Board members are encouraged to attend. Reinert will go and Helm may attend at her own expense.

Next meeting is July 26 at 9 a.m. and it is a in person meeting in Pierre. A hearing is scheduled to take place after the meeting with a start time of 1 p.m.

Adjournment:

At 11:04 a.m. Trace made a motion to adjourn. Reinert second the motion. A roll call vote was taken. **Motion Passed.**

#5

SD Board of Massage Therapy Report

FY23

Total Licenses and Permits Processed/Issued

New Licenses	90
Temporary Permits	18
Inactive Licenses	36
Reactivation of Licenses	11
Renewal of Licenses	825
Total Number of Active Licenses	955
Total number of Inactive Licenses	391

Renewal will open	Tuesday, August 1
Next board meeting	Wednesday, November 15

#5

NAME	3-3 Yr Term	APPOINTMENT	EFFEC	EXPIRE
Vacant				
Fallon Helm, President	2029	06-17-19 partial 10-27-20 full	10-31-20	10-30-23
Kallyn Reinert, Vice President	2031	04-30-21 partial	04-30-21	10-30-22
Alvin Trace, Secretary	2029	10-15-19 partial 10-27-20 full	10-31-20	10-30-23
Lorin Pankratz (public)	2027	12-07-17 partial 08-27-18 appt 10-26-21 appt	10-26-21	10-30-24

We have no appointments or reappointments from October 2022. But board members serve until they are reappointed, or their replacement is named.

#5 (10 pages)

BA0225R5 07/12/2023

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2023

PAGE

AGENCY	09	HEALTH					
BUDGET UNIT	09211	BOARD OF MASSAGE THERAPY - INFO					
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE		
COMPANY NO 6503							
COMPANY NAME PROFESSIONAL & LICENSING BOARDS							
092110061840	6503	4293101	RENEWAL FEES	1,295.00-	53,625.00		
092110061840	6503	4293102	INACTIVE FEES	25.00	950.00		
092110061840	6503	4293103	TEMPORARY FEES	200.00	1,100.00		
092110061840	6503	4293104	REACTIVATION FEE	195.00	715.00		
092110061840	6503	4293106	APPLICATION FEES	1,425.00	9,450.00		
092110061840	6503	4293990	LICENSING FEES	1,025.00	6,420.00		
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	1,575.00	72,260.00	*	
ACCT: 42			LICENSES, PERMITS & FEES	1,575.00	72,260.00	**	
092110061840	6503	4920045	NONOPERATING REVENUES	.00	316.78		
ACCT: 4920			NONOPERATING REVENUE	.00	316.78	*	
ACCT: 49			OTHER REVENUE	.00	316.78	**	
CNTR: 092110061840				1,575.00	72,576.78	***	
CNTR: 092110061				1,575.00	72,576.78	****	
CNTR: 0921100				1,575.00	72,576.78	*****	
COMP: 6503				1,575.00	72,576.78	*****	
B UNIT: 09211				1,575.00	72,576.78	*****	

BUDGET UNIT 09211

 AVAILABLE FUNDS
 AS OF: 06/30/2023
 FY YEAR REMAINING: 0.0%
 PAY DAYS REMAINING: 0

DATE 07/12/2023

FINAL MONTHLY

BUDGET UNIT NAME BOARD OF MASSAGE THERAPY - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	83,816.00	98.00	0.00	0.00	63,722.66	20,191.34	27,009.84
BUDGETED TOT	83,816.00	98.00	0.00	0.00	63,722.66	20,191.34	
ALL COMP TOT	83,816.00	98.00	0.00	0.00	63,722.66	20,191.34	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	41,752.00	0.00	0.00	2,887.39	30,270.86	11,481.14	27.5
5102 EMPLOYEE BENEFITS	1,191.00	0.00	0.00	735.72	9,197.09	9,006.09	0.0
5203 TRAVEL	1,750.00	0.00	0.00	0.00	750.26	999.74	57.1
5204 CONTRACTUAL SVCS	38,221.00	0.00	0.00	1,374.93	21,196.18	17,024.82	44.5
5205 SUPPLIES & MATRLS	2,000.00	0.00	0.00	30.25	1,930.35	69.65	3.5
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	377.92	377.92	0.0
TOTALS	83,914.00	0.00	0.00	5,028.29	63,722.66	20,191.34	24.1

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
5101000 EMPLOYEE SALARIES	41,752.00	0.00	41,943.00	41,971.00	83,914.00
5102000 EMPLOYEE BENEFITS	1,191.00	0.00			
5203000 TRAVEL	1,750.00	0.00			
5204000 CONTRACTUAL SVCS	38,221.00	0.00			
5205000 SUPPLIES & MATRLS	2,000.00	0.00			
5207000 CAPITAL OUTLAY	0.00	0.00			
PS SUBTOTALS		0.00	41,943.00	41,971.00	83,914.00
OE SUBTOTALS		0.00		41,971.00	83,914.00
COMPANY 6503-I TOT		0.00		41,971.00	83,914.00

AGENCY: 09 HEALTH
BUDGET UNIT: 09211 BOARD OF MASSAGE THERAPY - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092100061840	1140000	27,009.84	DR	BOARD OF MASSAGE THERAPY
COMPANY/SOURCE TOTAL			27,009.84	DR *	
COMP/BUDG UNIT TOTAL			27,009.84	DR **	
BUDGET UNIT TOTAL			27,009.84	DR ***	

Remaining Authority by Object/Subobject

Expenditures current through 07/01/2023 08:23:02 PM

HEALTH -- Summary

FY 2023 Version -- AS -- Budgeted and Informational

FY Remaining: 0%

09211 Board of Massage Therapy - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
EMPLOYEE SALARIES							
5101010 F-t Emp Sal & Wages	40,123	28,951	0	0	11,172	27.8	
5101030 Board & Comm Mbrs Fees	1,629	1,320	0	0	309	19.0	
Subtotal	41,752	30,271	0	0	11,481	27.5	
EMPLOYEE BENEFITS							
5102010 Oasi-employer's Share	191	2,195	0	0	-2,004	0.0	
5102020 Retirement-er Share	0	1,737	0	0	-1,737	0.0	
5102060 Health Insurance-er Share	0	5,192	0	0	-5,192	0.0	
5102080 Worker's Compensation	0	69	0	0	-69	0.0	
5102090 Unemployment Compensation	0	3	0	0	-3	0.0	
Subtotal	191	9,196	0	0	-9,005	0.0	
51 Personal Services							
Subtotal	41,943	39,467	0	0	2,476	5.9	
TRAVEL							
5203010 Auto-state Owned-in State	200	178	0	0	22	11.0	
5203030 Auto-priv (in-st.) H/rte	1,000	0	0	0	1,000	100.0	
5203100 Lodging/in-state	400	0	0	0	400	100.0	
5203140 Meals/taxable/in-state	150	0	0	0	150	100.0	
5203260 Air-comm-out-of-state	0	573	0	0	-573	0.0	
Subtotal	1,750	751	0	0	999	57.1	
CONTRACTUAL SERVICES							
5204020 Dues & Membership Fees	854	856	0	0	-2	0.0	
5204050 Computer Consultant	9,400	6,215	0	0	3,185	33.9	
5204080 Legal Consultant	7,727	2,605	0	0	5,122	66.3	
5204090 Management Consultant	10,077	0	0	0	10,077	100.0	
5204130 Other Consulting	3,000	0	0	0	3,000	100.0	
5204160 Workshop Registration Fee	0	358	0	0	-358	0.0	
5204180 Computer Services-state	2,098	848	0	0	1,250	59.6	
5204200 Central Services	0	2,491	0	0	-2,491	0.0	
5204204 Central Services	0	414	0	0	-414	0.0	
5204207 Central Services	0	1,277	0	0	-1,277	0.0	
5204220 Equipment Serv & Maint	100	195	0	0	-95	0.0	
5204230 Janitorial & Maint Serv	0	214	0	0	-214	0.0	
5204360 Advertising-newspaper	1,040	0	0	0	1,040	100.0	
5204430 Publishing	0	125	0	0	-125	0.0	

Remaining Authority by Object/Subobject

Expenditures current through 07/01/2023 08:23:02 PM

HEALTH -- Summary

FY 2023 Version -- AS -- Budgeted and Informational

FY Remaining: 0%

09211 Board of Massage Therapy - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
5204490 Rents-private Owned Prop.	1,500	0	0	0	1,500	100.0	
5204525	0	1,536	0	0	-1,536	0.0	
5204530 Telecommunications Srves	500	1,204	0	0	-704	0.0	
5204540 Electricity	150	0	0	0	150	100.0	
5204550 Garbage & Sewer	50	107	0	0	-57	0.0	
5204560 Water	0	21	0	0	-21	0.0	
5204590 Ins Premiums & Surety Bds	525	1,156	0	0	-631	0.0	
5204960 Other Contractual Service	1,200	1,572	0	0	-372	0.0	
Subtotal	38,221	21,194	0	0	17,027	44.5	
SUPPLIES & MATERIALS							
5205020 Office Supplies	0	398	0	0	-398	0.0	
5205310 Printing-state	500	132	0	0	368	73.6	
5205350 Postage	1,500	1,347	0	0	153	10.2	
5205540 Finished Signs & Decals	0	53	0	0	-53	0.0	
Subtotal	2,000	1,930	0	0	70	3.5	
CAPITAL OUTLAY							
5207451 Office Furn & Fixtures	0	378	0	0	-378	0.0	
Subtotal	0	378	0	0	-378	0.0	
52 Operating Subtotal	41,971	24,253	0	0	17,718	42.2	
Total	83,914	63,720	0	0	20,194	24.1	

Board of Massage Therapy

Revenues vs. Expenses

	Revenues	Expenses	Net Ending	Cash Balance
FY 2023	\$72,576	\$63,720	(\$8,884)	\$27,009
FY 2022	\$72,458	\$68,912	(\$3,546)	\$18,755
FY 2021	\$68,901	\$77,933	(\$9,032)	\$15,208
FY 2020	\$68,955	\$71,489	(\$2,534)	\$25,239
FY 2019	\$49,676	\$62,773	(\$13,097)	\$26,774
FY 2018	\$49,904	\$72,823	(\$22,919)	\$39,871
FY 2017	\$48,909	\$63,955	(\$15,046)	\$62,790

Executive Secretary Position

- 2005-2021 – contracted position
 - 2021-present – state employed (DOH agreement with DLR) – approximately 2,100 hours/year
 - o Executive Secretary – approximately 50 hours per month (600 hrs/year)
 - o Administrative Support – approximately 75 hours per month (900 hrs/year)
- Staff choose certain codes in their timeform and apply hours work each day to the correct code.
- \$38,167 in personnel costs in FY 2023